

SIBLEY COUNTY DAC
SIMPLIFIED VERSION OF THE
REPORTING OF MALTREATMENT OF VULNERABLE ADULTS AND MINORS POLICY
Effective July 1, 2015

- A. If you know, or suspect, that a vulnerable adult or minor has been maltreated, you MUST report it IMMEDIATELY (within 24 hours of your knowledge of the possible/alleged incident).
- B. Call the Minnesota Adult Abuse Reporting Center (MAARC) at: Phone: **1-844-880-1574**
- C. Or, you can report Internally at the Sibley County DAC. The person to make the report to is the Executive Director or the Program Director or another appointed person if they are both absent. If the Executive Director is suspected of maltreatment, the Program Director will take the report. If the Program Director is suspected of maltreatment, the Executive Director will take the report. If both are suspected call the MAARC as listed above to report. The report will be written on the proper forms. If the alleged Incident involves more than one consumer, the DAC staff must not disclose personally identifiable information about any other consumer when making the report unless consent is obtained from the consumer or their legal representative.
- D. When an INTERNAL report is received by the DAC Executive Director, Program Director or other appointed person, as described in "C." above, they will be responsible for performing an internal investigation and then deciding if the report must be forwarded to the MAARC. If they decide to forward the report, the report MUST be forwarded to the MAARC within 24 hours of the mandated reporter making the INTERNAL REPORT.
- E. If you have reported INTERNALLY, you will receive, within two working days, a written notice that tells you whether or not your report has been forwarded to the MAARC by the person you reported to. The notice will be given to you in a manner that protects your identity. It will inform you that, if you are not satisfied with the facility's decision on whether or not to report EXTERNALLY (to MAARC), you may still make an EXTERNAL REPORT to the MAARC yourself. It will also inform you that you are protected against any retaliation if you decide to make a good faith report to MAARC.
- F. An Internal review of the report must be completed if the facility has reason to know that an Internal or external report of alleged or suspected maltreatment has been made. The review will be completed by the DAC Executive Director, Program Director, or other appointed person if they are both absent. If one of these individuals is suspected, the other will do the internal review.
- G. The Internal review must include: whether related policies and procedures were followed; if the reported event is similar to past events with the vulnerable adult or the services involved; whether the policies and procedures were adequate; whether there is a need for additional staff training; and whether further action is necessary to protect the health and safety of vulnerable adults. Based on the results of this review, the DAC must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any. The Program Director will do the review if the Executive Director is involved in the alleged or suspected maltreatment. The Executive Director will do the review if the Program Director is involved in the alleged or suspected maltreatment. The findings will be documented and will be accessible to the commissioner upon request as required by Chapter 245A.65, subdivision 1.b.1., 2., and 3.
- H. The DAC must maintain information about and report incidents under 245B.02, subdivision 10, clauses (1) to (7), to the consumer's legal representative, other licensed caregiver, if any, and case manager within 24 hours of the occurrence, or within 24 hours of the receipt of the information unless the incident has been reported by another license holder or if the legal representative or case manager is believed to be involved in the suspected maltreatment. The information the DAC must disclose is the nature of the activity or occurrence reported, the agency that received the report (MAARC), and telephone number of the Department of Human Services Licensing Division (651-431-6500). If the incident involves death or a serious injury of the consumer, the DAC must also report to the Department of Human Services Licensing Division and the Ombudsman as required under sections 245.91 and 245.94, subdivision 2a.
- I. Current definitions are attached.